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| Title | **Prepare presentation** | | |
| Level | **2** | **Credits** | **10** |

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| Purpose | This basic module intends to provide knowledge and skills on preparation of Presentation. It also deals with basic interface, tools/menu management, safety aspects, and presentation software handling techniques. |

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| Classification ISCED | 0611 Computer use |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | | **Performance Criteria** | **Knowledge and Understanding** |
| **D1:**  **Prepare Master Slide** | | **The student will be able to:**  P1-Demonstrate the interface of presentation software.  P2-Define Master Slide as per options available in the software of Power Point.  P3-Perform the stepwise procedure for preparing master slide including slide orientation and layout of the master slide. | K1- Elaborate the procedure to prepare master slide.  K2- Describe the significance of preparing master slide before preparing a presentation. |
|  |  | **The student will be able to:**  P1-Perform stepwise procedure to insert slide in the power Point presentation.  P2-Perform how to insert different types of slides like new slide, duplicate slide or any other slide with a different look and theme.  P3-To show different theme of work on different slide you can insert slides. | K1- State stepwise procedure to insert slide in the power Point presentation. |
| **D2:**  **Insert Slides** | |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **D3:**  **Design Slide** | **The student will be able to:**  P1-Demonstrate the procedure to design a slide in the power point.  P2-Change the design and color, fonts, effects and background etc. | K1- Define design slide  K2- Explain how to change the design and color, fonts, effects and background etc. |
| **D4:**  **Apply animation** | **The student will be able to:**  P1-Demonstrate the basic techniques of animations like wipe down, wipe up, Wedge, Shape diamond, Wheel clockwise etc this make the document fruitful while presentation and make it more easier to be understandable.  P2-Demonstrate the concept of adding animation in the power Point slide show.  P3-Demonstrate the basic techniques of animations like wipe down, wipe up, Wedge, Shape diamond, Wheel clockwise etc.  P4-Demonstrate the features/attributes of animation pane available in the power Point software.  P5-Perform the procedure to apply animation to a single slide and to various slides. | K1- Define the basic techniques of animations like   * wipe down * wipe up * Wedge * Shape * diamond * Wheel clockwise etc.   K2- Differentiate between animation and transition of a slide and setting a transition time (Fast, Medium or Slow) for a slide or setting it on a single click, or mouse click etc. |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **D5:**  **Apply Sound effects** | **The student will be able to:**  P1-Demonstrate the procedure to apply sound effect e.g. Camera, Bomb, arrow, applause, drum roll etc. Bring a life while presenting and attracts audience.  P2-Apply sound effect.  P3-Demonstrate the uses of sound effect.  P4-Demonstrate the procedure to apply sound effect e.g.  Camera, Bomb, arrow, applause, drum roll etc. | K1- Describe the procedure to apply sound effect e.g. Camera, Bomb, arrow, applause, drum roll etc. Bring a life while presenting and attracts audience. |
| **D6:**  **Format Slide** | **The student will be able to:**  P1-Perform the procedure to format slide P2-Format the slide in different ways  P3-Add/edit any new requirement to the same document. | K1- Explain and understand the procedure to format slide |